

## LIST A – Matters which may be undertaken without the need for consultation

This table prescribes matters which may be undertaken without a faculty subject to any specified conditions.

The matters prescribed in the table are subject to general exclusions set out in rule 3.5 which, among other things, excludes certain categories of works to listed buildings.

<b>Matter</b>	<b>Specified conditions</b>
<b>A1. Church buildings etc.</b> (1) Works of repair and routine maintenance to the church building not affecting the fabric or any historic material	The parochial church council's insurers are notified if external scaffolding is to be erected
(2) Repairs and replacement of fittings in existing kitchens, lavatories and office accommodation	
(3) Like for like repairs to window glass	The works do not include repairs to broken or cracked panes in stained glass or historic clear glazed windows
(4) The repair or like for like replacement of wire mesh window guards	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
(5) Works of repair and routine maintenance to existing – (a) heating systems (b) gas, water or other services (c) electrical installations and other electrical equipment	The works do not involve making additions to an electrical installation  Any work to a gas fitting is carried out by a person who is registered on the Gas Safe Register (or is a member of another class of persons approved by the Health and Safety Executive for the purposes of Regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998)  Any works to an electrical installation or electrical equipment is carried out by a person whose work is subject to an accredited certification scheme (as defined in rule 3.1 (6))
(6) The application of forensic marking on roof lead or other material covering a roof or to rain water goods or flashings	
(7) Work to an existing lightning conductor	The parochial church council's insurers are notified of the proposed work and the work is carried out by a specialist contractor approved by them
(8) The repair, maintenance, removal, disposal or replacement of a flagpole	Only non-corroding fixings are used where a flagpole is repaired or replaced

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(9) The introduction, removal or disposal of furniture, furnishings, office equipment and minor fixtures (other than safes) in vestries and similar rooms	The existing use of the vestry is not changed  No article of historic or artistic interest is removed or disposed of
(10) The introduction, removal or disposal of fire extinguishers	Any instructions from the supplier or the parochial church council's insurers in relation to their type or location is complied with
(11) The making of additions to an existing nameboard	The board is not a war memorial or roll of honour  The addition is in the same style (including colour and materials) as existing names on the board
(12) The installation of bat boxes as part of a bat management programme	
(13) The introduction of anti-roosting spikes	Only non-corroding fixings are used and, where practicable, are fixed in mortar joints
<b>A2. Musical Instruments</b>	
(1) The introduction or disposal of musical instruments (other than organs and grand pianos) and associated equipment	No article of historic or artistic interest is disposed of
(2) The routine tuning and maintenance of organs and pianos	In the case of organs, any works do not involve tonal alterations, changes to the action or major dismantling of the instrument
<b>A3. Bells etc.</b>	No tonal alterations are made to any bell
(1) The inspection and routine maintenance of bells, bell fittings and bell frames	No bell is lifted from its bearings
(2) The repair and maintenance of clappers, crown staples (including re-bushing) and bell wheels	Works do not include the re-soling or re-rimming of a bell wheel  No bell is lifted from its bearings
(3) The repair or replacement of bell stays, pulleys, bell ropes (including in Ellacombe apparatus), rope bosses, sliders or slider gear	No bell is lifted from its bearings
(4) The repainting of metal bell frames and metal bell fittings	No bell is lifted from its bearings

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<p><b>A4. Clocks</b> The inspection and routine maintenance of clocks and clock faces</p>	<p>Works of maintenance do not include re-painting or re-gilding of clock faces</p>
<p><b>A5. Church contents</b> (1) The repair of woodwork, metalwork and movables</p>	<p>Matching materials are used</p> <p>The repair does not involve any works to –</p> <ul style="list-style-type: none"> <li>• Woodwork or metalwork of historic or artistic interest</li> <li>• Royal coats of arms</li> <li>• hatchments or other heraldic achievements</li> <li>• paintings</li> <li>• textiles of historic or artistic interest</li> <li>• church plate (including candlesticks and crosses)</li> </ul>
<p>(2) The application to articles of forensic marking</p>	<p>No article of historic or artistic interest is marked</p>
<p>(3) The introduction, removal or disposal of kneelers, hassocks, pew runners and cushions</p>	<p>The introduction, removal or disposal of the articles does not result in a change to the overall appearance of the church</p> <p>No article of historic or artistic interest is removed or disposed of</p>
<p>(4) The introduction, removal or disposal of –</p> <ol style="list-style-type: none"> <li>(a) movable bookcases</li> <li>(b) books</li> <li>(c) free-standing noticeboards</li> <li>(d) movable display stands</li> <li>(e) cruets</li> <li>(f) vases and flower stands</li> <li>(g) hymn boards</li> <li>(h) altar linen (but not altar frontals or falls)</li> <li>(i) flags and banners used for temporary displays (but not the laying up of flags, or the removal or disposal of flags that have been laid up)</li> <li>(j) the Union flag or St George's flag (with or without the diocesan arms in the first quarter) for flying from the church</li> </ol>	<p>No article of historic or artistic interest is removed or disposed of</p>

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<p><b>A6. Church halls and similar buildings</b></p> <p>(1) Routine repairs to the building and the replacement of fittings in the building</p>	
<p>(2) The introduction, removal or disposal of furniture</p>	<p>No article of historic or artistic interest is removed or disposed of</p>
<p><b>A7. Churchyard</b></p> <p>(1) The introduction and maintenance of equipment for maintenance of the church and churchyard</p>	
<p>(2) The repair of paths and other hard-surfaced areas, including resurfacing in the same materials and colour</p>	
<p>(3) The routine maintenance of, repairs to, and like for like replacement of fences and gates (but not lynchgates, walls or historic railings)</p>	<p>The works do not involve any new disturbance below ground level</p>
<p>(4) The carrying out of repairs to a notice board and the repainting of a notice board</p>	
<p>(5) The grant by the incumbent of a licence for grazing in the churchyard</p>	<p>The licence is in a form approved by the chancellor</p>
<p><b>A8. Trees</b></p> <p>(1) The felling, lopping or topping of a tree the diameter of any stem of which does not exceed 75 millimetres (measured over the bark at a height of 1.5 metres above ground level)</p>	<p>The works do not relate to any tree in respect of which a tree preservation order is in force or which is in a conservation area</p> <p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
<p>(2) The lopping or topping of any tree –</p> <p>(a) that is dying or dead; or</p> <p>(b) has become dangerous</p>	<p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>
<p>(3) The removal of dead branches from a living tree</p>	<p>Regard is had to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards</p>